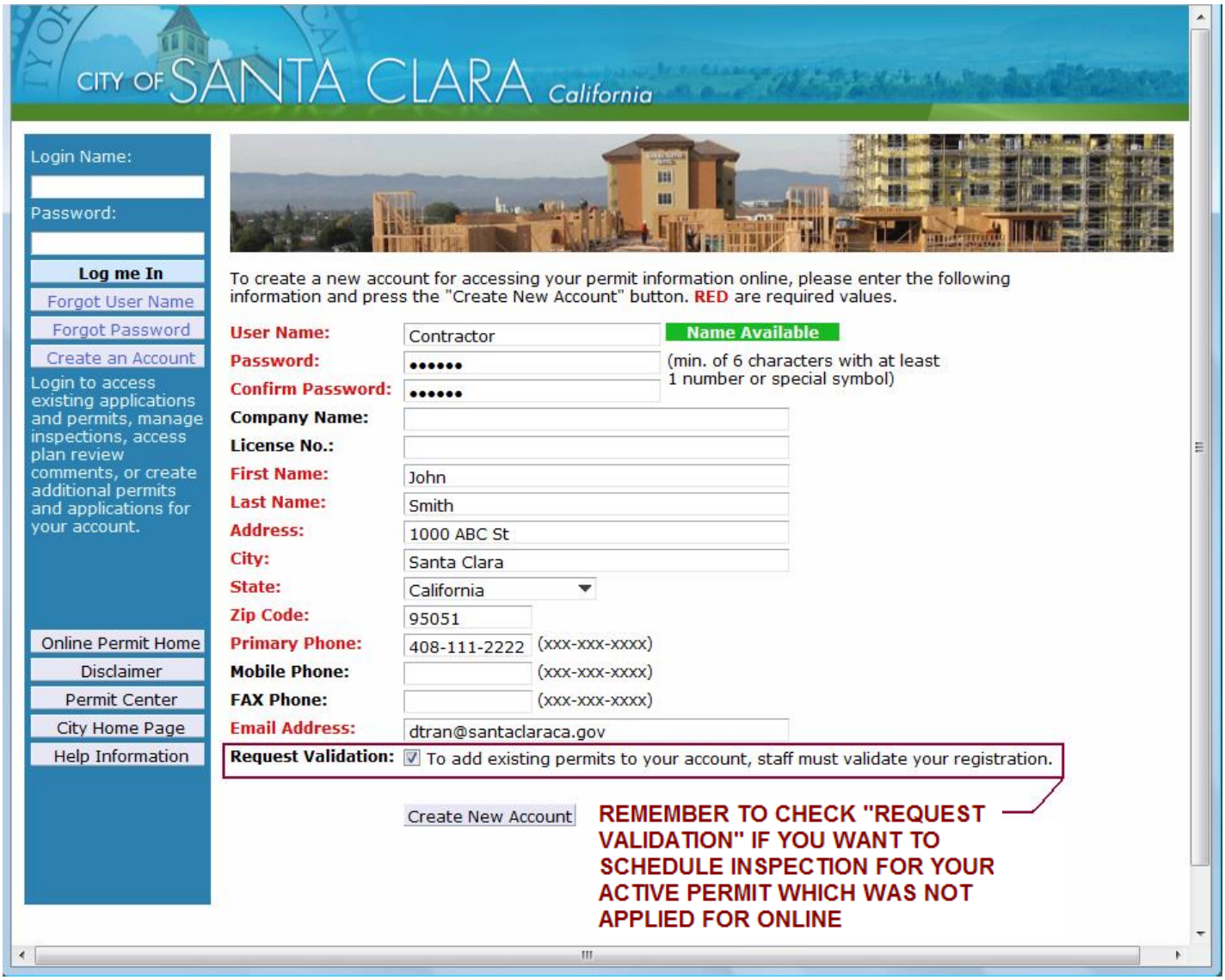
“Applying for Simple Permit Online”

The online services at http://santaclaraca.gov/government/departments/community-development/building-division/permits/online-permit-and-inspection-2101 consist of simple permit, complex permit and inspection scheduling.

1. Create an online account

In order to use the City online services, you first need to create an online account by clicking the “Create an Account” button located on the left side of the screen. All fields with red text are required to be filled in. It should be noted that your new password must contain minimum of six (6) characters with at least one (1) number or special symbol.

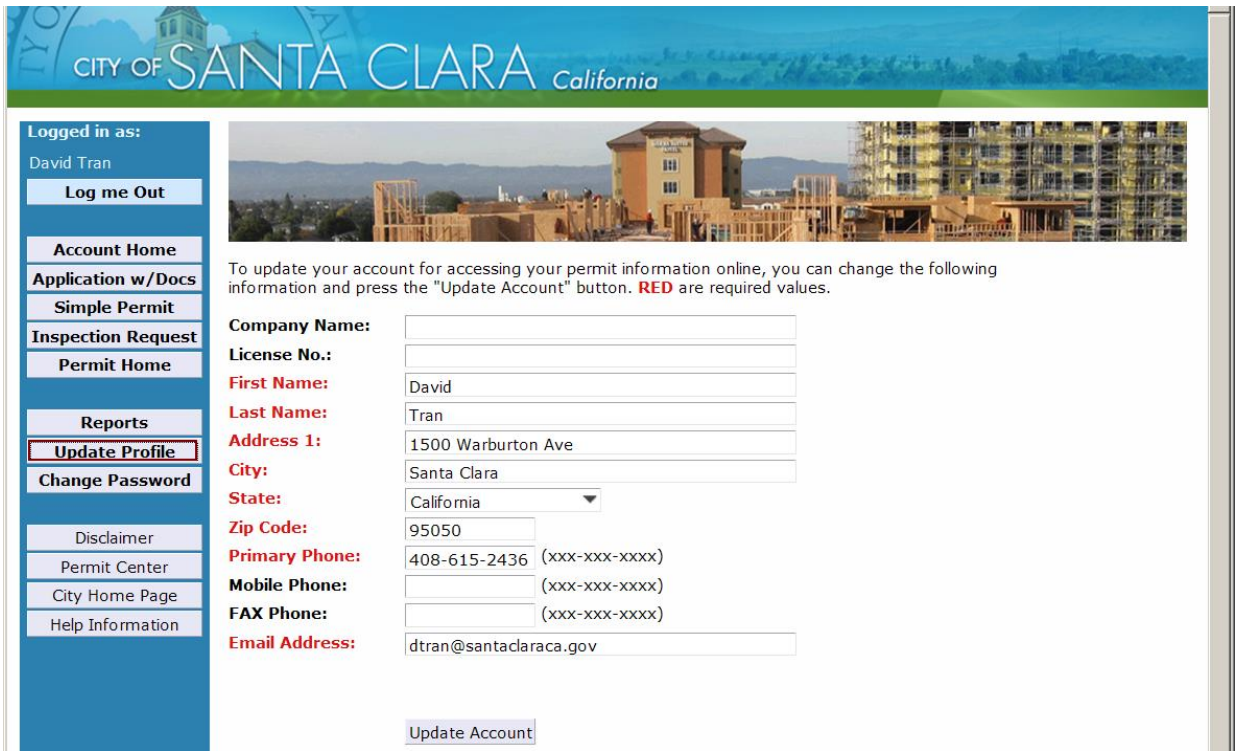


If you want to schedule inspection for an active permit which was not applied for online, you need to check “Request validation” box.

After verification of your information, the City staff will validate your registration. An email will be sent to you notifying that you can add any permit, which was not applied for online, to your account. After adding the permit to your online account, you can schedule inspections for that permit online.

In case you forgot your user name or password, please click on “Forgot User Name” or “Forgot Password” button located on the left side of the screen to acquire your user name or temporary password.

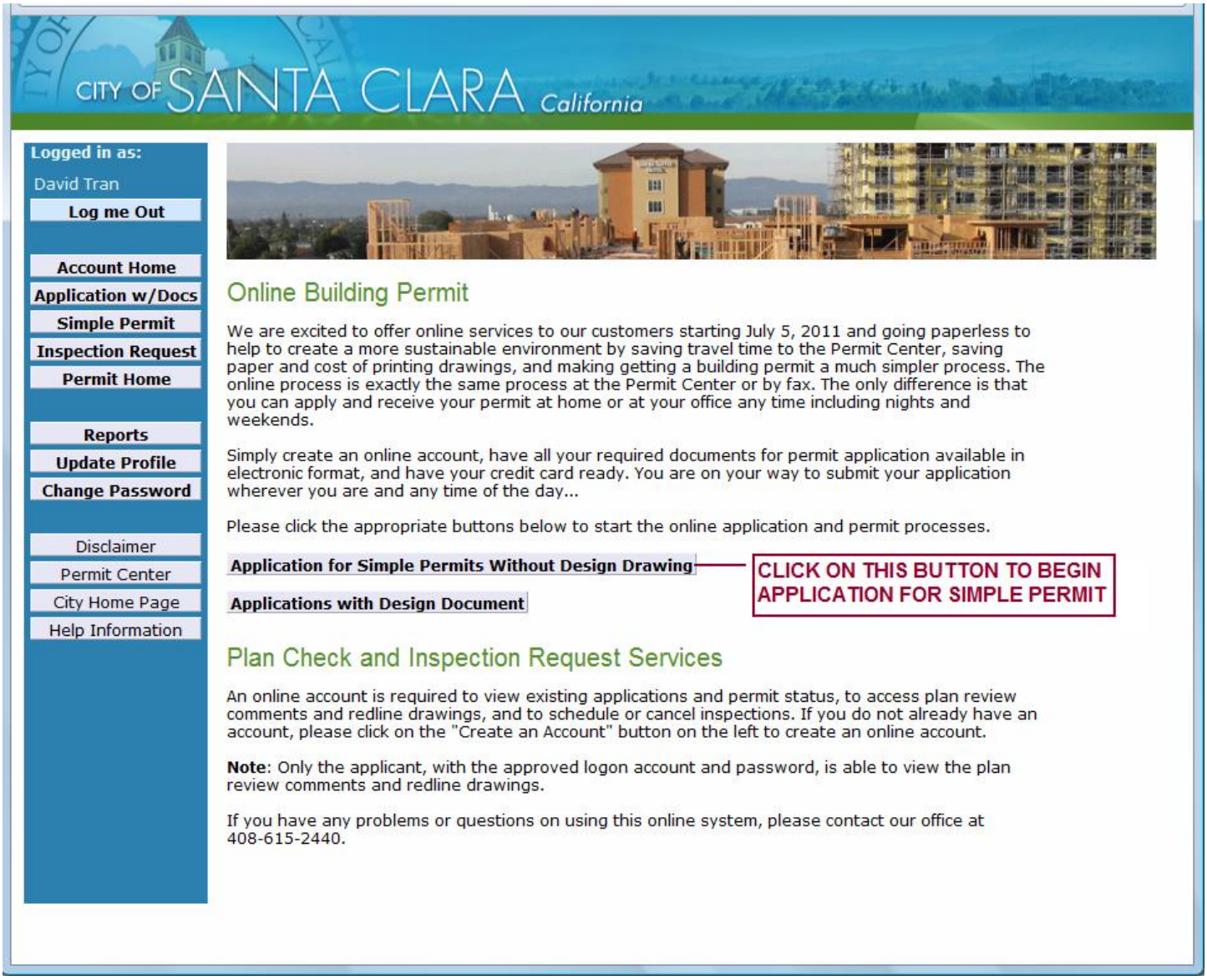
After log-in to your account you can update or modify your personal information by clicking “Update Profile” button located on the left side of the screen. You can also change your password by clicking “Change Password” button.

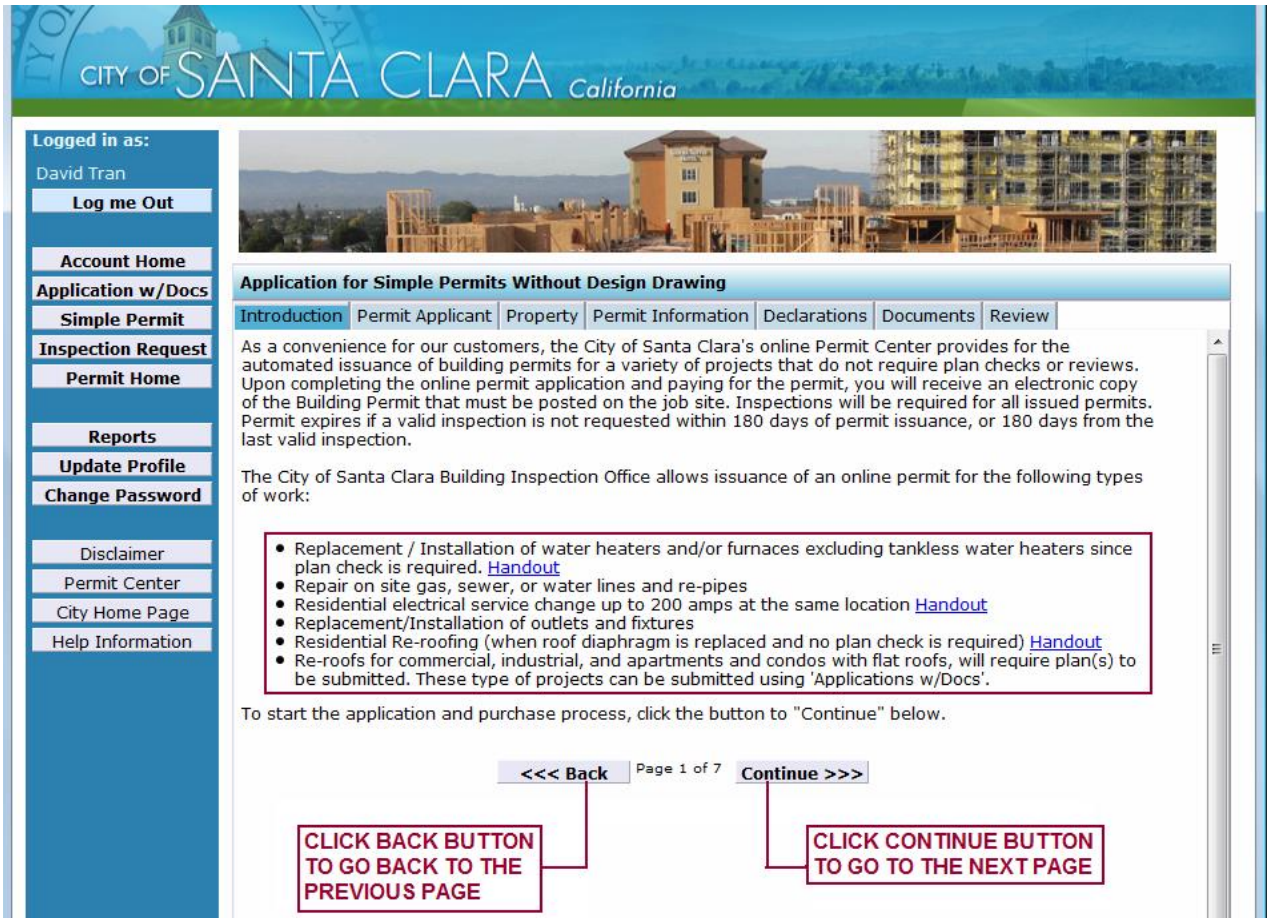


2. Apply for Simple Permit

Note: Any projects that do not require plan check can be applied for online as "Simple Permit". Please click on "Application for Simple Permit Without Design Drawing" button located on the "Online Building and Inspection Request" home page for a list of types of work to be issued a permit online.

Upon completing the online permit application and paying for the permit, you will receive an electronic copy of the Building Permit that must be posted on the job site.




CITY OF SANTA CLARA California
Logged in as:
David Tran
Log me Out
Account Home
Application w/Docs
Simple Permit
Inspection Request
Permit Home
Reports
Update Profile
Change Password
Disclaimer
Permit Center
City Home Page
Help Information
Application for Simple Permits Without Design Drawing
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Permit Applicant
Property
Permit Information
Declarations
Documents
Review
As a convenience for our customers, the City of Santa Clara's online Permit Center provides for the automated issuance of building permits for a variety of projects that do not require plan checks or reviews. Upon completing the online permit application and paying for the permit, you will receive an electronic copy of the Building Permit that must be posted on the job site. Inspections will be required for all issued permits. Permit expires if a valid inspection is not requested within 180 days of permit issuance, or 180 days from the last valid inspection.
The City of Santa Clara Building Inspection Office allows issuance of an online permit for the following types of work:
Replacement / Installation of water heaters and/or furnaces excluding tankless water heaters since plan check is required. Handout
Repair on site gas, sewer, or water lines and re-pipes
Residential electrical service change up to 200 amps at the same location Handout
Replacement/Installation of outlets and fixtures
Residential Re-roofing (when roof diaphragm is replaced and no plan check is required) Handout
Re-roofs for commercial, industrial, and apartments and condos with flat roofs, will require plan(s) to be submitted. These type of projects can be submitted using 'Applications w/Docs'.
To start the application and purchase process, click the button to "Continue" below.
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Continue >>>
CLICK BACK BUTTON TO GO BACK TO THE PREVIOUS PAGE
CLICK CONTINUE BUTTON TO GO TO THE NEXT PAGE

Online Permit Center - Windows Internet Explorer provided by City of Santa Clara
CITY OF SANTA CLARA California
Logged in as:
David Tran
Log me Out
Account Home
Application w/Docs
Simple Permit
Inspection Request
Permit Home
Reports
Update Profile
Change Password
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Enter the following information about the person or organization that is submitting the application for a Building Permit. Items marked in RED are required values.
Applicant Type: Contractor Owner
Company Name: ABC Heating and Cooling
Contr License #: #809999
First Name: David
Last Name: Tran
Address: 1500 Warburton Ave
City: Santa Clara
State: California
Zip Code: 95050
Primary Phone: 408-615-2436 (xxx-xxx-xxxx)
Mobile Phone: (xxx-xxx-xxxx)
FAX Phone: (xxx-xxx-xxxx)
Email Address: dtran@santaclaraca.gov
(Company Name and Contr License # are only required for applicants who are contractors)
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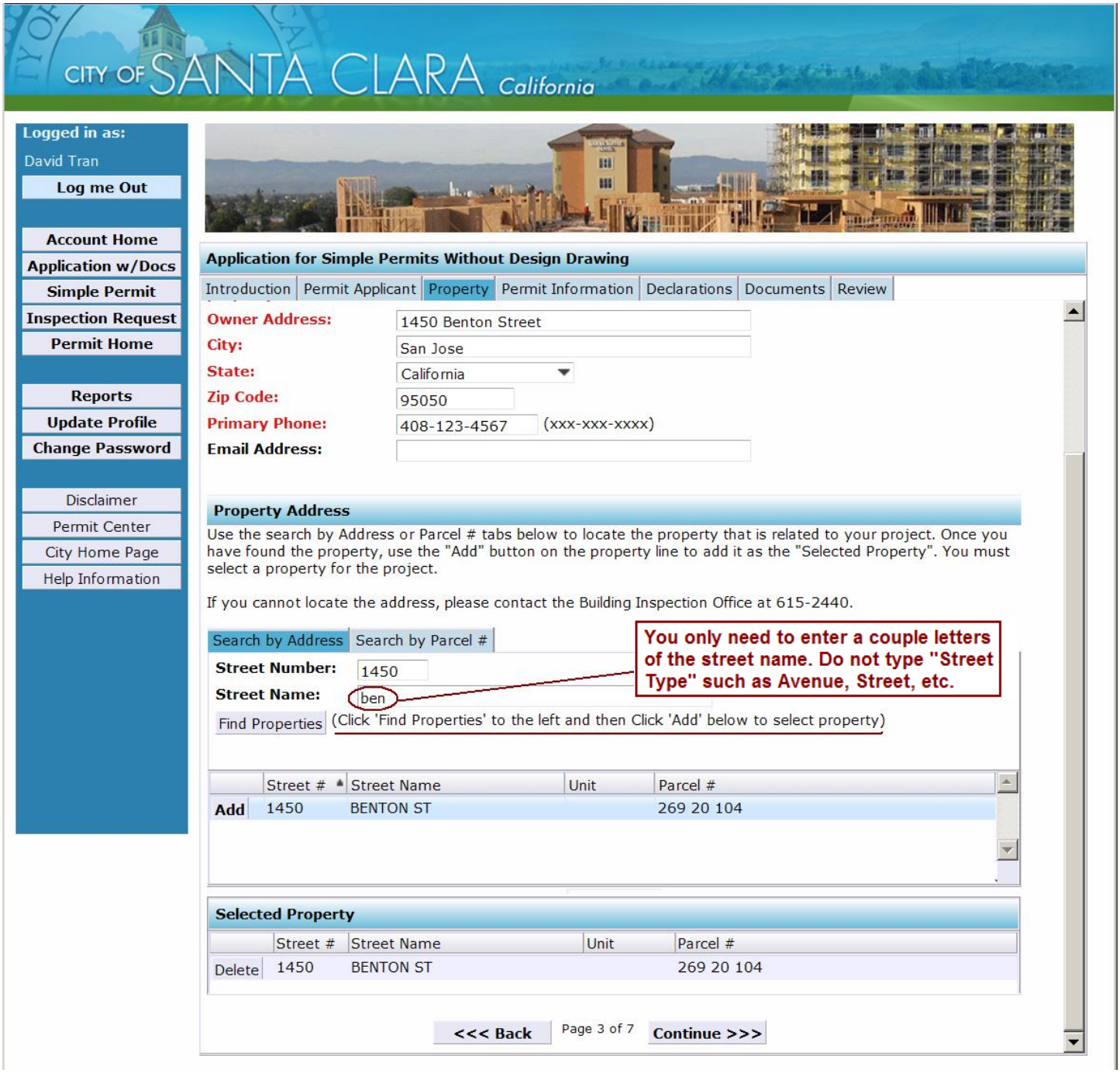
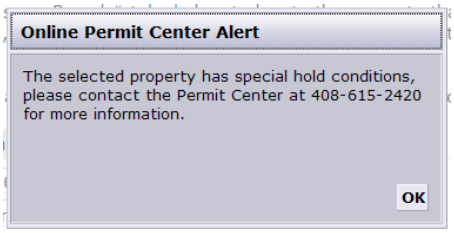
Continue >>>



Note:
There may be "Special Hold" conditions on some properties or parcel because of historical significance, correction notices, expired permit, etc. The simple permit cannot be applied for online these properties. A window message will notify you to contact the Permit Center



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Enter the following information to describe your project. Items marked in RED are required values.
Project Description:
Service Upgrade
Enter the project description and select either "MEP Permit" or "Re-roof Permit"
Please select the desired type of permit below.
Note: A permit may contain Mechanical/Electrical/Plumbing items or be a Re-roof permit, not both. For Mechanical/Electrical/Plumbing items, select the appropriate tab to enter different item quantities.
Mechanical/Electrical/Plumbing Permit
Re-roof Permit
Building Permit
Enter the quantity number for Electrical, Mechanical, and Plumbing components in the fields below:
Electrical Items
Mechanical Items
Plumbing Items
Qty #
Outlets-switches-recepticles
Lighting fixtures (first 20 / add)
Signs and circuits
Appliances
Misc. apparatus / Power Panel
Temporary distribution system
Motors - 1 H.P.
Motors - 2-10 H.P.
Motors - 11-50 H.P.
Service - to 200A
1
Click on appropriate tab for your project to enter different item quantities.
Example:
- Select "Electrical Items" for "Service Upgrade"
- Select "Mechanical Items" for "New Furnace". It should be noted that furnace model is required.
- Select "Plumbing Items" for "Water Heater"
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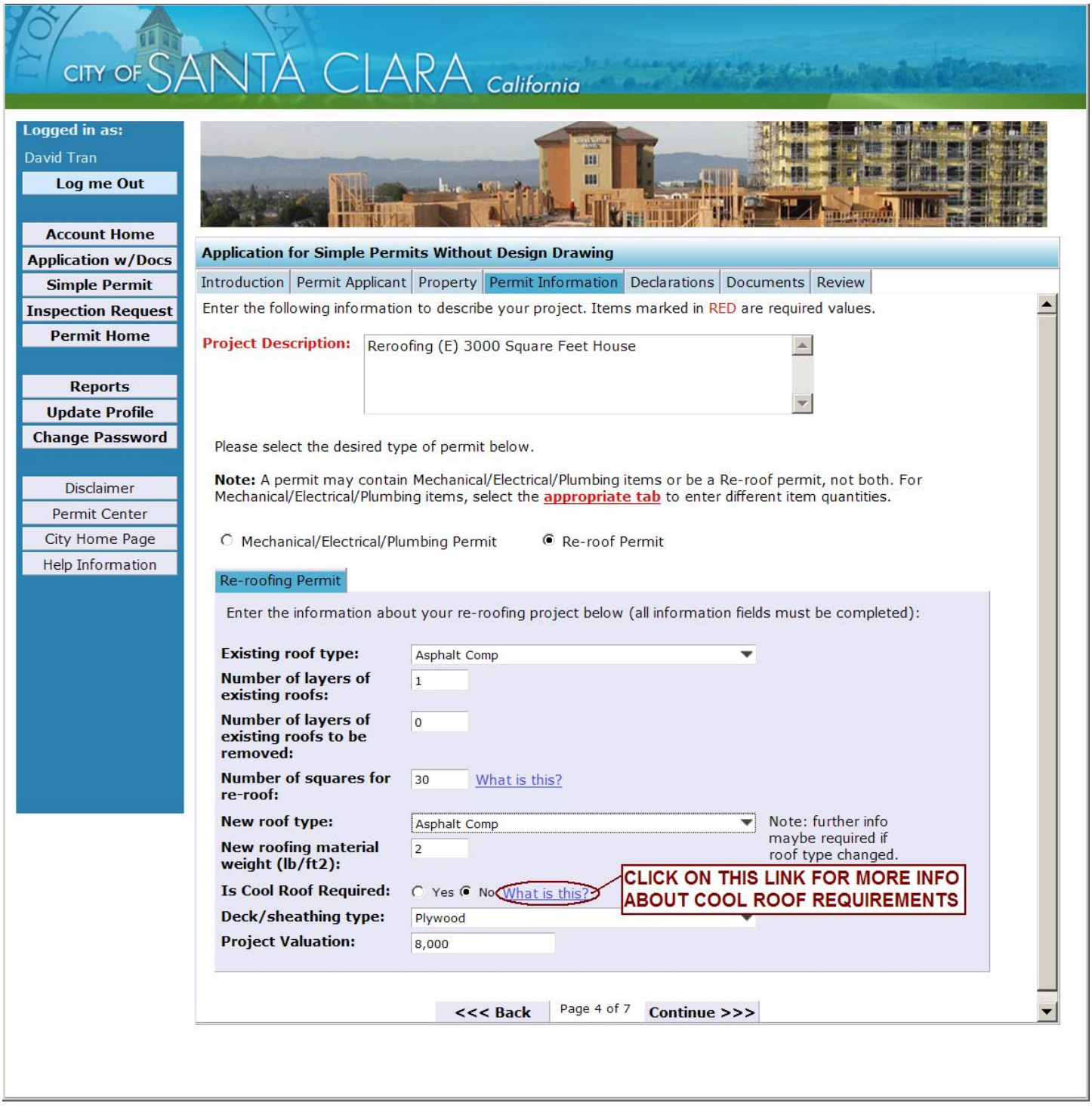
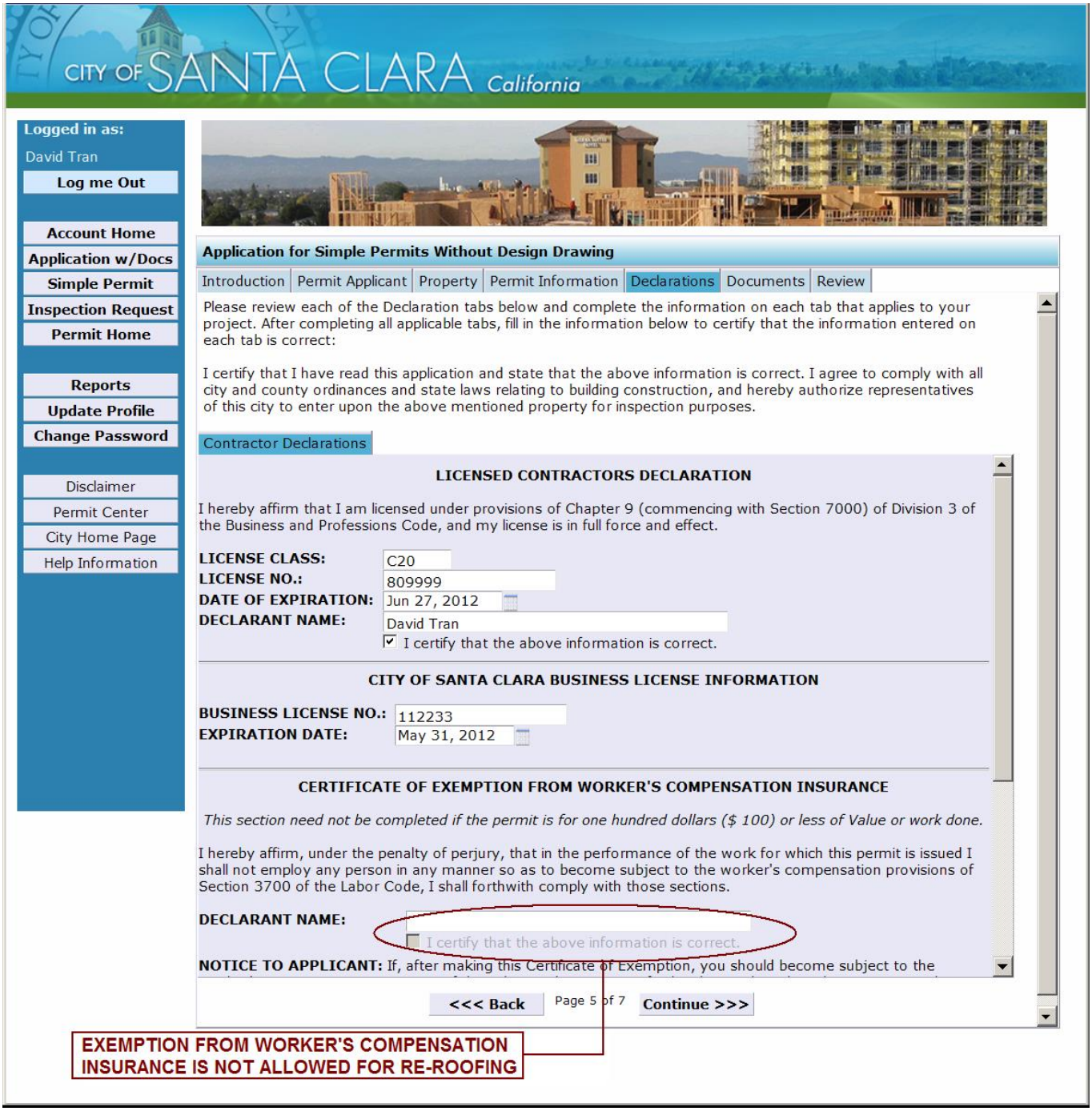
Re-roofing permit cannot be obtained online when one of the following conditions occurs:

a. Three or more layers of existing roofing to remain on a roof. Only three layers are allowed on a roof, existing layers must be removed. OR
b. Changing from existing "Asphalt Composition Single" to new "Clay-Concrete Tile". OR
c. Cool roof is required.

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Please review each of the Declaration tabs below and complete the information on each tab that applies to your project. After completing all applicable tabs, fill in the information below to certify that the information entered on each tab is correct:
I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes.
Contractor Declarations
LICENSED CONTRACTORS DECLARATION
I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.
LICENSE CLASS: C20
LICENSE NO.: 809999
DATE OF EXPIRATION: Jun 27, 2012
DECLARANT NAME: David Tran
I certify that the above information is correct.
CITY OF SANTA CLARA BUSINESS LICENSE INFORMATION
BUSINESS LICENSE NO.: 112233
EXPIRATION DATE: May 31, 2012
CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE
This section need not be completed if the permit is for one hundred dollars ($ 100) or less of Value or work done.
I hereby affirm, under the penalty of perjury, that in the performance of the work for which this permit is issued I shall not employ any person in any manner so as to become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those sections.
DECLARANT NAME:
I certify that the above information is correct.
NOTICE TO APPLICANT: If, after making this Certificate of Exemption, you should become subject to the
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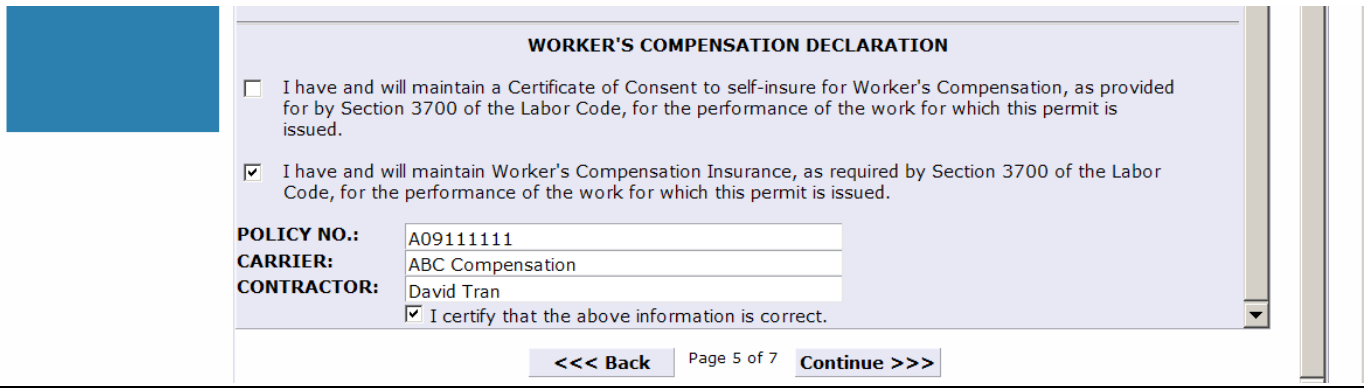
EXEMPTION FROM WORKER'S COMPENSATION INSURANCE IS NOT ALLOWED FOR RE-ROOFING


WORKER'S COMPENSATION DECLARATION
I have and will maintain a Certificate of Consent to self-insure for Worker's Compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
I have and will maintain Worker's Compensation Insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
POLICY NO.: A09111111
CARRIER: ABC Compensation
CONTRACTOR: David Tran
I certify that the above information is correct.
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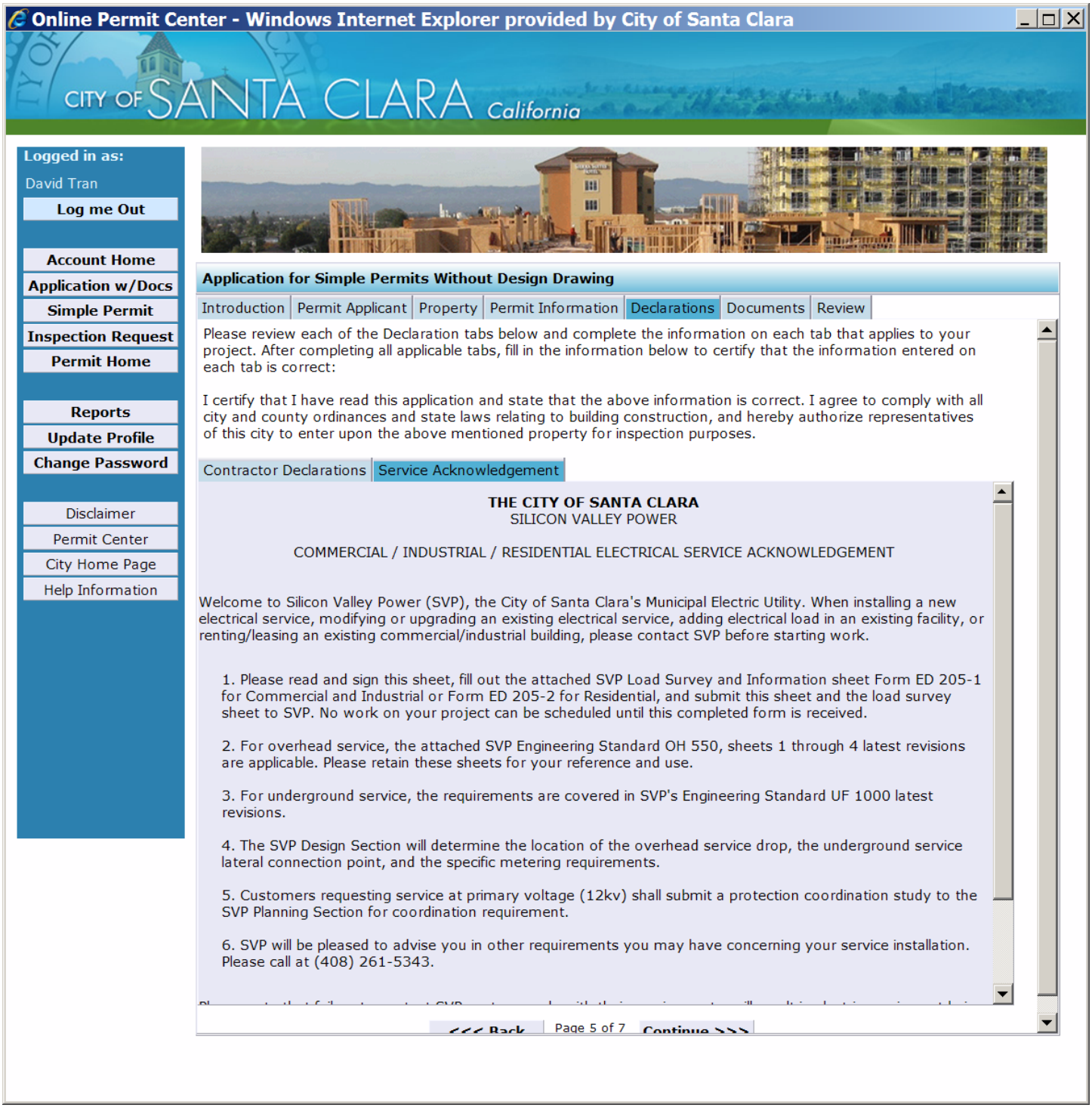
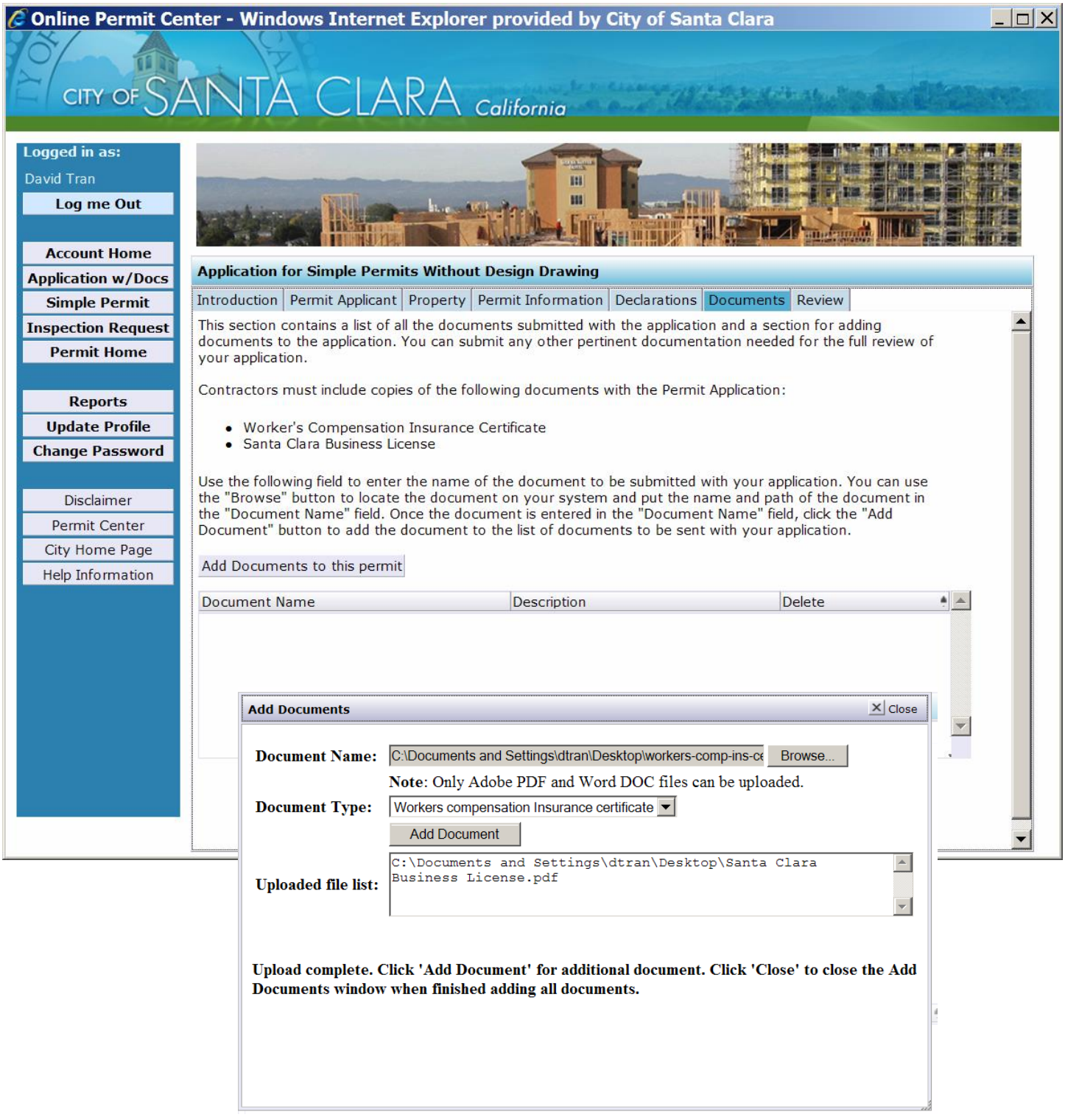
Note: For service upgrade, the contractor is required to complete “Service Acknowledgement” on the second tab next to “Contractor Declarations”.



The contractor shall submit a copy of “Santa Clara Business License” and/or “Worker’s Compensation Insurance Certificate” to the online portal. It is the contractor’s responsibility to provide a valid and current copy of these documents. Upon simple permit issuance online, the copy of the “Santa Clara Business License” and/or “Worker’s Compensation Insurance Certificate” will be saved in the City permit tracking system (Tidemark). The permit staff will verify this information. The permit will be invalidated if the “Santa Clara Business License” or “Worker’s Compensation Insurance Certificate” is expired or invalid.

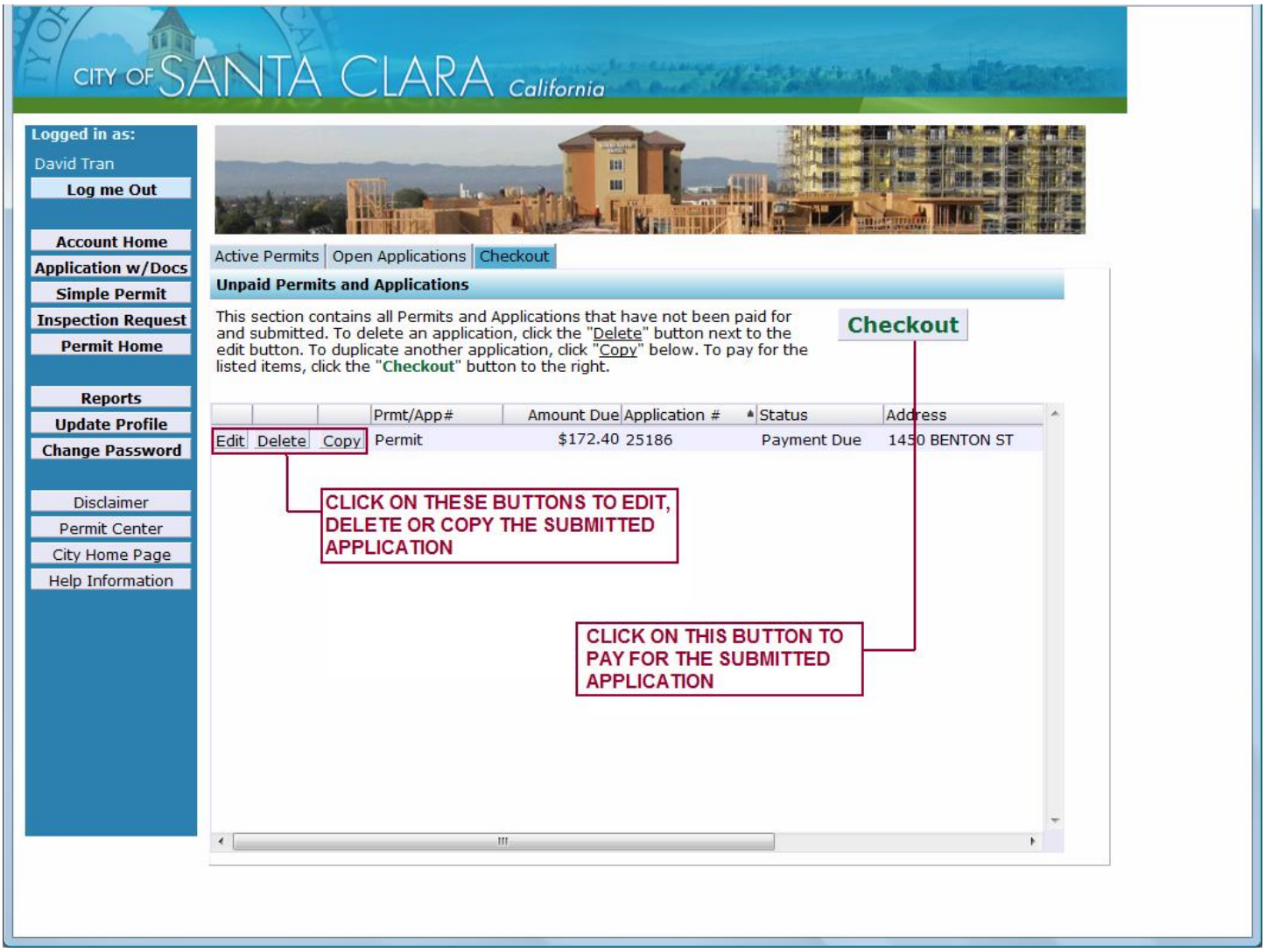
a. Click on the “Add Documents to this permit” button. A new “Add Plan Review Documents” will be opened.
b. Click on the “Browse” button to choose files to upload
c. Select appropriate “Document Type”
d. “Click Add Document” button. After document has been uploaded, you can add another document if applicable. After all required documents have been added, click the close button at the upper right corner of the “Add Plan Review Documents” screen to exit.
e. A message window appears stating that “Your documents have been uploaded.”



On the Review tab, you can review the “Contact Information”, “Project Description”, “Fee Summary” and “Project Property”. If all information shown on the review page is correct, you can click “Save Application” button. After saving the application, it will be listed in the “Checkout” tab. **Applications that are saved without payment for more than a week will be deleted from the system.**

The following options are available at “Checkout” tab

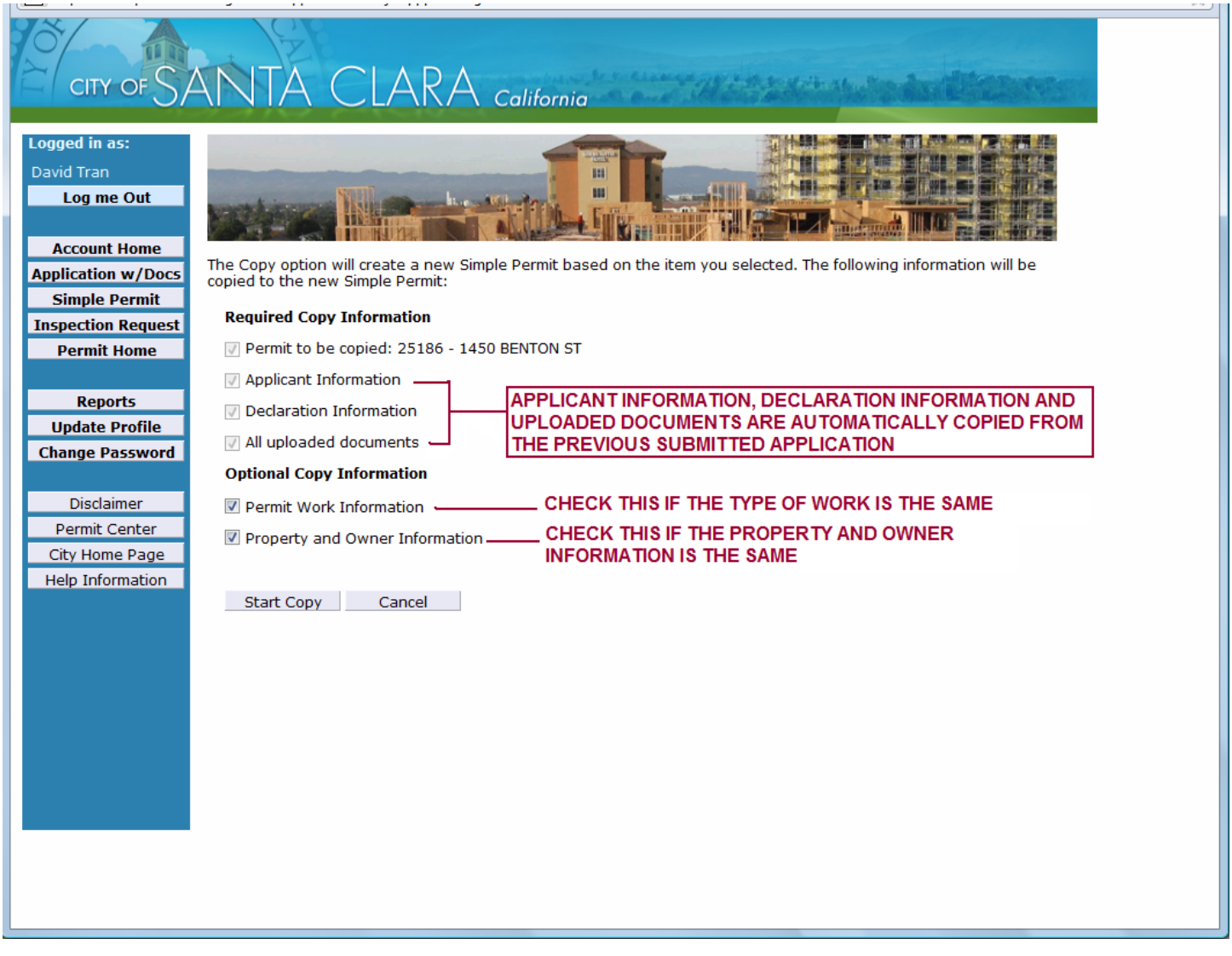
a. Click “Edit” button to modify the submitted information prior to payment
b. Click “Delete” button to cancel the saved application
c. Click “Copy” button to duplicate the submitted application.
d. Click “Checkout” button to pay for the submitted application.



3. Apply for Multiple Simple Permits

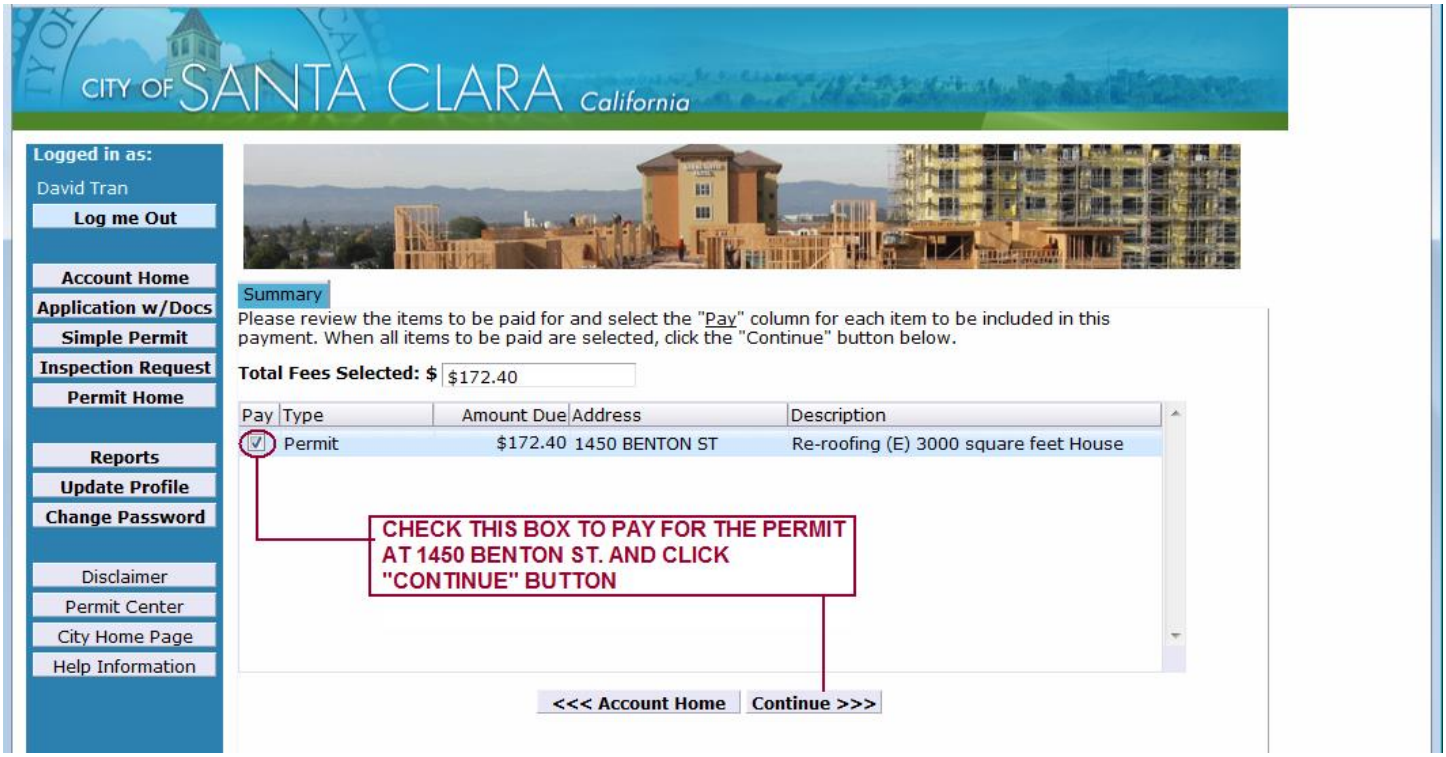
Sometimes, the contractor would like to apply for the same type of simple permit for many properties. For example, applying for new water heater for 4 units in an apartment complex. This can be done easily by using the "Copy" option at the "Checkout" tab.

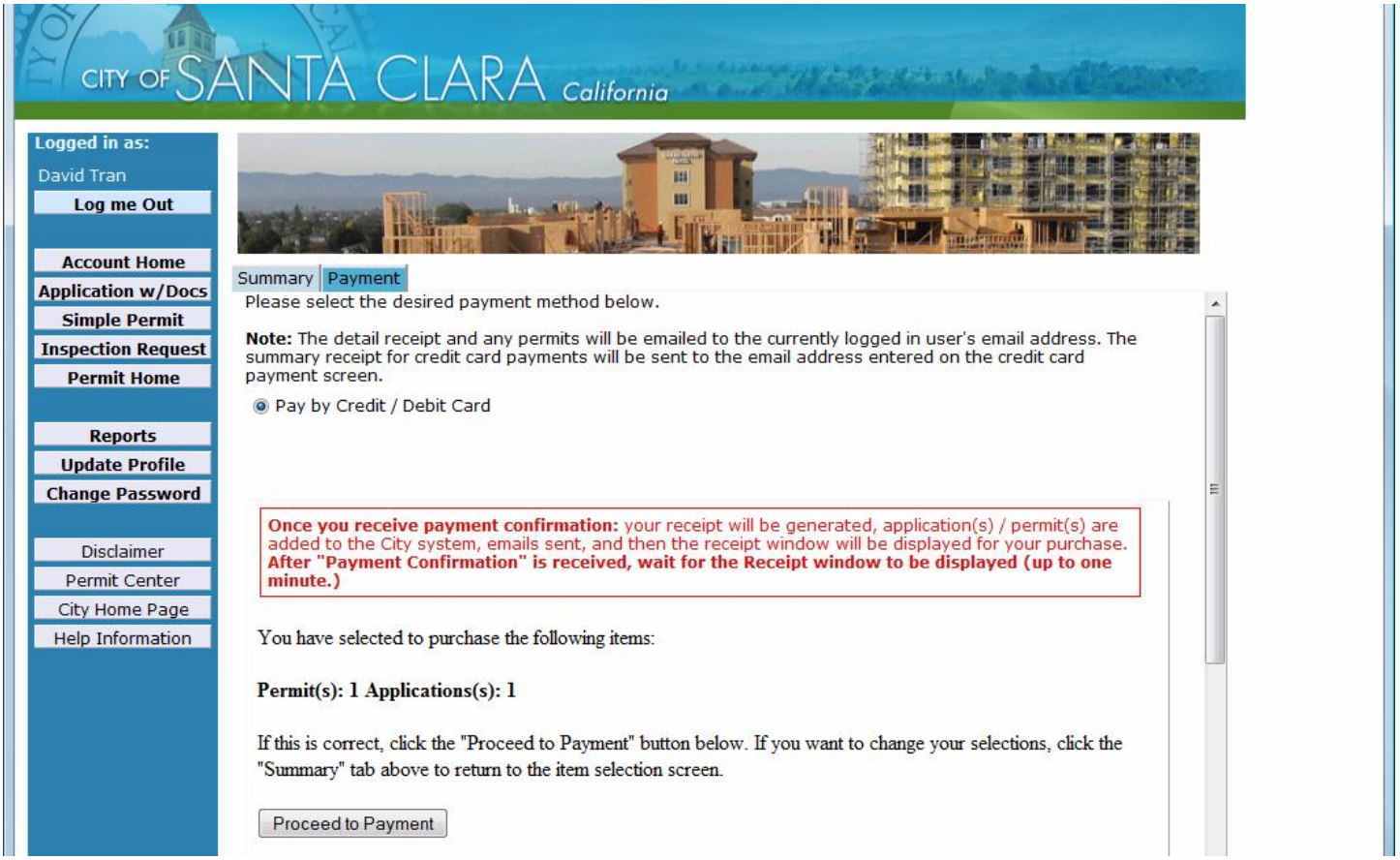
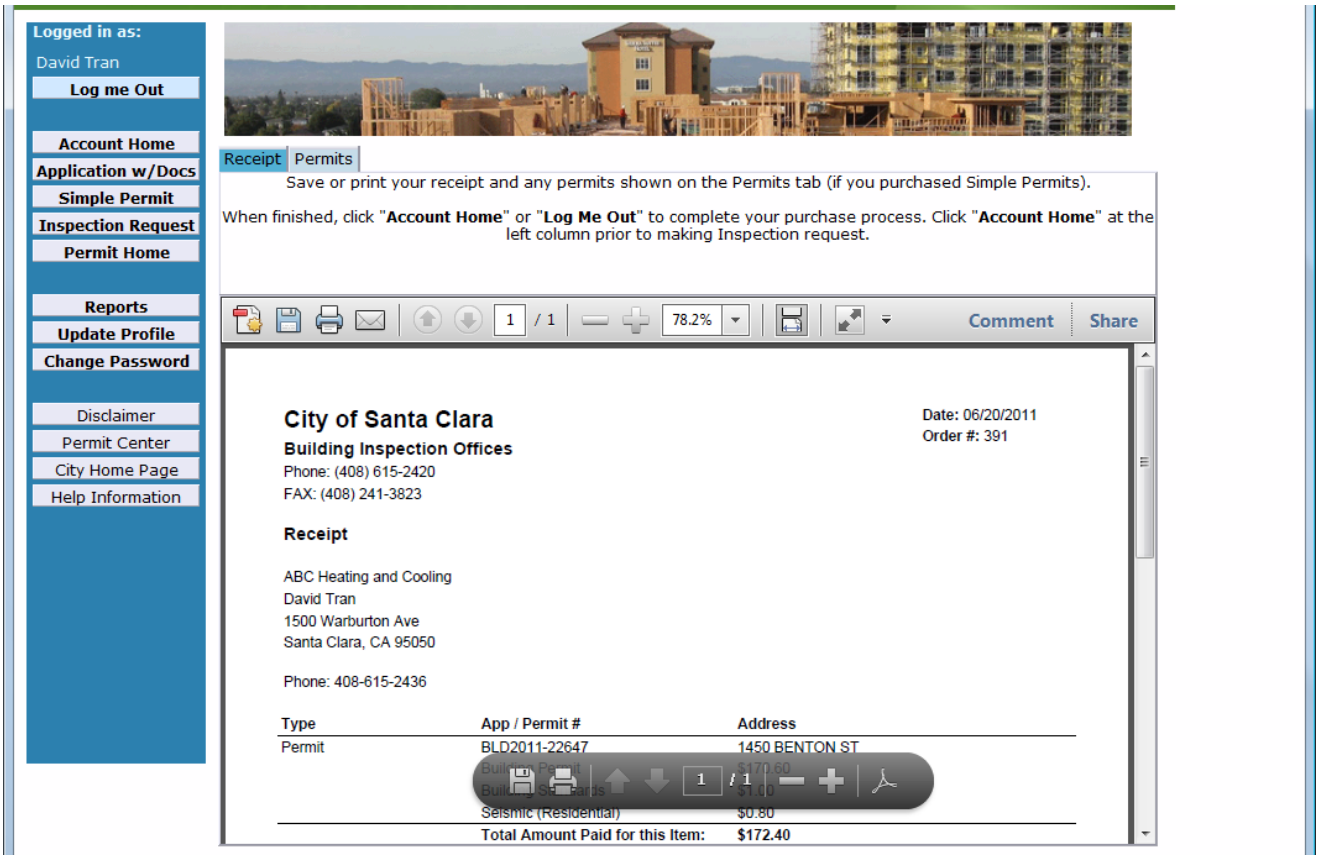
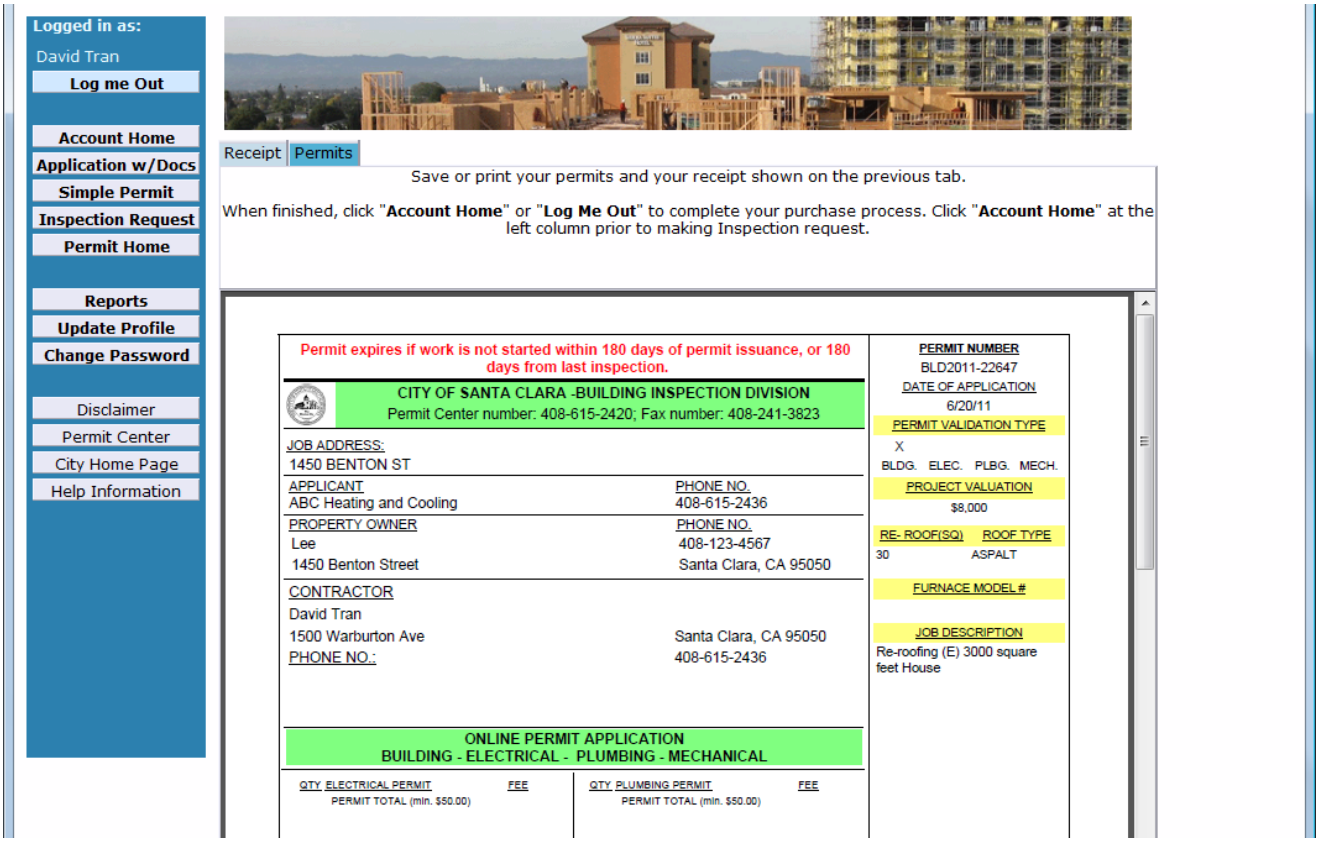
a. First, complete simple permit application for one property.
b. Then, click on the "Copy" button at the Checkout tab to copy the similar permit work information or owner/property information to the new permit application.
c. Review or edit the information on each tab as required for new permit and save application



3. Checkout

a. The permit fee of the submitted application has to be paid online by clicking the "Checkout" button.
b. Select the items to be paid by clicking the small box in the "Pay" column and click "Continue" button.
c. Pay by credit card is the only online payment method for simple permit. Click "Proceed to Payment" button to input your credit card information





After the payment process is complete, a copy of payment receipt and permit card will be shown online. You can print these copies or save them to your computer. Also the same copy of payment receipt and permit card will be sent to your email account.